



## Motorcycling SA Inc.

251 The Parade, Beulah Park SA 5067

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## Guidelines for obtaining or renewing a Level 1 (Generic) Operational Official's Licence

Level 1 Officials can participate as a:

- Starter = ST
- Judge = J
- Time Keeper = J
- Marshal = M
- Scrutineer = SC

### To obtain or renew a Level 1 Official's Licence you must:

- ❖ Be 16 years of age or over.
- ❖ Complete the Generic Operational Officials Exam  
(Available from MSA Office or download from the MSA Website on the officiating page)
- ❖ Complete an Officials Application Form (Collect from MSA Office or download from the MSA Website on the officiating page)
- ❖ Forward the completed testing document along with your application to MSA via post, fax or email.

Once the application and testing document are received and approved a licence will be processed and issued with a Participation Journal/Logbook

All MA Officials Licences are valid for a period of 4 years

### **Level 1 Operational Officials may operate in Closed to Club or Interclub Events Only**

*Note: Your Application follows an MSA procedure and may or may not be issued at the discretion of MSA*

For further information contact the Development Officer at MSA on 08 8332 9000



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## Guidelines for Obtaining and Retaining a Level 2 Officials Licence

Level 2 Officials can participate as both Key Officials and Operational Officials as outlined below:

### Key Officials

- Steward/Referee = S or R
- Clerk of Course = COC
- Race Secretary = RS
- Scrutineer (Chief) = SC

### Operational Officials

- Starter = ST
- Judge = J
- Timekeeper = T
- Marshal = M

- ❖ Operational Official Only – be 16 years and over
- ❖ Key and Operational Official be 18 years and over

### New Official -

- ❖ Complete the Level 1 Generic Operational Officials Exam and a MSA Officials Licence Application
- ❖ Participate in an MSA Level 2/3 Seminar and complete the provided documentation
- ❖ Forward the completed documentation to MSA for approving and processing.

### Retaining Level 2 Licence (excluding Level 2 Steward) –

- ❖ Complete a MSA Officials Licence Application Form
- ❖ Participate in an MSA Level 2/3 Seminar and complete the provided documentation
- ❖ Forward the completed documentation to MSA for approving and processing.

### Acquiring Level 2 Steward/Referee Licence

- ❖ *Can only be applied for after holding your level 2 Officials licence for a period of 12 months & be 18 yrs or over.*
- ❖ *Must be a Trainee Steward/Referee at:-*
  - *3 Competitive Events*
  - *This includes all paperwork to be completed by the trainee and the Licenced Level 2/3 Steward to supervise and sign off on the report that you have completed.*
  - *Make sure the licenced supervisor has signed you off in the logbook.*
  - *Photocopy the 3 events done as a Steward and send in with application to upgrade*
  - ***The required traineeship hours must be done prior to applying for the Level 2 Steward***

### Retaining Level 2 Steward/Referee Licence

To retain Level 2 you must be Assistant Steward/Steward at:-

- *3 Competitive Events*
- ❖ Once you have accomplished the Official requirements follow through with the following:
  - o Complete a MSA Officials Licence Application Form
  - o Photocopy the Logbook (Participation Journal) of the events you have participated in during the last 4 years leading up to your expiry date
  - o Participate in an MSA Level 2/3 Seminar and complete the provided documentation
  - o Forward the completed documentation to MSA for approving and processing.

Level 2 Key Officials may be the responsible person for Non Competitive Events

Level 2 Key & Operational Officials may operate in Closed to Club or Interclub Events Only.

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## Guidelines for Upgrading to Level 3 Officials Licence

Level 3 Officials can participate as both Key Officials and Operational Officials as outlined below:

### Key Officials

- Steward/Referee = S or R
- Clerk of Course = COC
- Race Secretary = RS
- Scrutineer (Chief) = SC

### Operational Officials

- Starter = ST
- Judge = J
- Timekeeper (Chief) = T
- Marshal (Chief) = M

- ❖ Operational Official Only – be 16 years and over
- ❖ Key and Operational Official be 18 years and over

### To upgrade to a Level 3 Official you must:

- ❖ Have held a Level 2 licence and/or Level 2 Key official for a period of 12 months
- ❖ Photocopy the 3 events completed and send in with application to upgrade
- ❖ Meet the following requirements by officiating in the following:

### Operational Official's

- ❖ Starter/Judge/Timekeeper(Chief)/Marshal(Chief) - If these are the **only** positions you wish to participate in you must complete the following requirements
  - 3 Competitive Events

### Key Officials

- ❖ Scrutineer (Chief) – Duties include the paperwork and supervising of the scrutineers (licenced or volunteers) is your responsibility. Make sure that you and the assistant scrutineers (licenced or volunteers) have signed on before any activity starts and make sure all involved are aware of the requirements to look for, relevant to that specific event. To gain level 3 you must be Chief Scrutineer at:-
  - 3 Competitive Events
- ❖ Race Secretary – The prior planning and administration of the event is your responsibility and includes some of the following:-
  - Apply for and provide the Supplementary Regulations for the Event. Have your name entered on the front of the Supp Regs as one of the Key Officials. Preparation before and during the event, making sure all officials and volunteers have signed on before any action takes place and have the required paperwork and equipment. Liaise with the COC throughout the day and make sure the Steward has all the necessary paperwork to complete the report. (There is no such thing as an assistant Race Secretary). To gain Level 3 you must be Assistant Race Secretary
    - 4 Competitive Eventsor Race Secretary at:
    - 3 Competitive Events

Level 3 Key & Operational Officials may operate in Closed to Club or Interclub Events, Open and State Titles.

Level 3 Clerk of Course and Steward may participate as trainees only in National Events

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## Guidelines for Upgrading to Level 3 Officials Licence Continued .....

### To upgrade to a Level 3 Official you must:

- ❖ Have held a Level 2 Key official for a period of 12 months
- ❖ Photocopy the 3 events completed and send in with application to upgrade
- ❖ Meet the following requirements by officiating in the following:

### Key Officials

- ❖ Clerk Of Course – Responsible for the running of the event on the day (including riders briefing) and is answerable to the Steward on the Day. Duties include liaising with the Race Secretary to make sure all the volunteers and the Officials are aware of their duties and appropriate equipment is available. Liaise with the Steward on track inspections and any changes of the supp regs that may alter the running of the event. Five Practice, Rally, Demonstration or Ride Day Non Competitive Events are to be counted towards 1 event for the COC.

To gain Level 3 you must be Clerk of Course at:-

- 3 Non Comp Events (only if responsible person) = 1 Competitive Event
- 3 Competitive Events (**One Open Event compulsory**) as Clerk of Course /Clerk of Course Trainee

- ❖ Clerk of Course Trainee

- As a trainee you will need to run the event with a Level 3/4 Licenced COC supervising you.
- *This includes riders briefing, decision making and all paperwork to be completed by the trainee on the day and the Licenced Level 3/4 Clerk of Course to sign off on the report that you have completed.*
- *Make sure the licenced supervisor has signed you off in the logbook.*

- ❖ Steward/Referee – Supervises the event and liaises with the COC of any changes to the running of the event and making sure the track is safe. Handles any protests, completes major incident report forms and liaises with the Race Secretary with regards to the appropriate paperwork been collected to complete the Stewards Report.

To gain Level 3 you must be Steward at:-

- 3 Competitive Events (**One Open Event Compulsory**) as Steward/ Steward Trainee.

- ❖ Steward Trainee

- As a trainee you will need to supervise the event with a Level 3/4 Licenced Steward supervising you.
- *This includes track inspection, decision making and all paperwork to be completed by the trainee on the day and the Licenced Level 3/4 Steward to sign off on the report that you have completed.*
- *Make sure the licenced supervisor has signed you off in the logbook.*

**Note:** *If you are successful in upgrading to Level 3 in Clerk of Course or Steward all Operational Official Positions (except scrutineer) automatically go up to Level 3.*

- ❖ **Once you have accomplished the Official requirements follow through with the following:**

- Complete a MSA Officials Licence Application Form
- Photocopy the Logbook (Participation Journal) of the events you have participated in that depict what position you want to upgrade
- Forward the completed documentation to MSA for approving and processing.

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## Guidelines for Retaining the Level 3 Officials Licence

### Operational Official's

- ❖ Starter/Judge/Timekeeper(Chief)/Marshal(Chief) - If these are the only positions you wish to participate in and you wish to retain your level 3 status you must do:-
  - 3 Competitive Events

### Key Officials

- ❖ Scrutineer (Chief) –Duties include the paperwork and supervising of the scrutineers (licenced or volunteers) is your responsibility. Make sure all signing on for yourself and scrutineers (licenced or volunteers) is completed before any activity starts and make sure all involved are aware of the requirements to look for, relevant to that specific event. To retain your level 3 you must be Chief Scrutineer at:
  - 3 Competitive Events
- ❖ Race Secretary – The prior planning and administration of the event is your responsibility and includes some of the following:-
  - Apply for and provide the Supplementary Regulations for the Event. Have your name entered on the front of the Supp Regs as one of the Key Officials. Preparation before and during the event, making sure all officials and volunteers have signed on before any action takes place and have the required paperwork and equipment. Liaise with the COC throughout the day and make sure the Steward has all the necessary paperwork to complete the report. (There is no such thing as an assistant Race Secretary). To retain Level 3 you must be Assistant Race Secretary or Race Secretary at:
    - 3 Competitive Events
- ❖ Clerk Of Course – Responsible for the running of the event on the day (including riders briefing) and is answerable to the Steward on the Day. Duties include liaising with the Race Secretary to make sure all the volunteers and the Officials are aware of their duties and appropriate equipment is available. Liaise with the Steward on track inspections and any changes of the supp regs that may alter the running of the event. To retain Level 3 you must be Clerk of Course or Assistant Clerk of Course at:-
  - 3 Competitive Events
- ❖ Steward/Referee – Supervises the event and liaises with the COC of any changes to the running of the event and making sure the track is safe. Handles any protests, completes major incident report forms and liaises with the Race Secretary with regards to the appropriate paperwork been collected to complete the Stewards Report. To retain Level 3 you must be Steward or Assistant Steward at:-
  - 3 Competitive Events

**As an official it is your responsibility to make sure you accomplish the prescribed requirements and have them signed off in your logbook (Participation Journal).**

- ❖ Before your official's licence expires book in a seminar (organise seminar with Club) and provide MSA with the following.
  - o Complete a MSA Officials Licence Application Form
  - o Photocopy the Logbook (Participation Journal) of the events you have participated in during the last 4 years leading up to your expiry date
  - o Participate in an MSA Level 2/3 Seminar and complete the provided documentation
  - o Forward the completed documentation to MSA for approving and processing.

**Remember All Officials and Volunteers should sign on before any action takes place on the premises on the day of the event.**

*Note: Your Level 3 Officials licence is valid for a period of 4 years. You may choose to upgrade to a Level 4 Official at the requirements of Motorcycling Australia (MA). An MA Level 4 Application Form can be downloaded off the MSA Website or the MA website. Check the MA website for the requirements and copy your hours and send to MSA Office who will forward off to MA for approval and processing*

*Note: Your Application follows an MSA procedure and may or may not be issued at the discretion of MSA*

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